



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
INDIAN STATISTICAL INSTITUTE**

Post Graduate Diploma in Business Analytics (PGDBA) Batch 2017-2019

TERMS AND CONDITIONS OF OFFER OF ADMISSION

1. OFFER OF ADMISSION

This offer of admission ("Offer") is for PGDBA Batch (2017-19) only and is valid till the last date mentioned in the offer letter. This Offer will not be extended to any subsequent academic session. All admissions are treated as provisional subject to the candidate fulfilling **all** the eligibility conditions, otherwise, his/her candidature would automatically stand cancelled and he/she would be required to withdraw from the programme forthwith.

2. ACCEPTANCE AND PAYMENT OF DEPOSIT

The enclosed acceptance form, (Enclosure I) duly filled in must reach **In-charge of Admissions Office, Indian Institute of Management Calcutta**, on or before the deadline mentioned in the offer letter.

Demand Draft / Banker's Cheque for **Rs. 1,00,000/- (Rupees one Lakh only)** drawn in favour of "**Indian Institute of Management Calcutta**" payable at Kolkata, has to be sent along with duly filled in acceptance form. Non-receipt of the acceptance form and the Demand Draft, on or before the due date mentioned in the offer letter, would result in automatic cancellation of the Offer. The three institutes will not bear any responsibility for postal delay or delay caused by any other factor.

3. IMPORTANT DATES

Report at IIM Calcutta Joka campus	:	June 17-18, 2017
Registration at IIM Calcutta	:	June 19, 2017, Forenoon
Orientation	:	June 19 Afternoon – June 23, 2017
Commencement of classes	:	June 26, 2017

4. REPORTING AND REGISTRATION

A candidate who has accepted PGDBA admission offer must report at the **Management Development Center at the Indian Institute of Management Calcutta** between **June 17 and 18, 2017**. Hostel facilities for the incoming batch will be available only from **June 17, 2017** and not before this date. Details of the registration procedure will be available on arrival. Failure to report within office hours of **June 19, 2017** without prior permission **would result in automatic withdrawal of the PGDBA admission offer.**

Candidates who are employed must produce in original the letter of release from the employer and submit a photocopy of the same during registration process.

5. LATE REPORTING/REGISTRATION

If a candidate who has been offered admission, is not in a position to report and register latest by **June 19, 2017**, he/she must obtain prior permission for late registration by applying in advance to the **Chairman, Admissions, IIM Calcutta (pgdba@iimcal.ac.in) with a copy to Chairperson, PGDBA, IIM Calcutta**, giving reasons for the delay. The Chairman, Admissions, IIM Calcutta reserves the right to accept or reject such applications for late registration without assigning any reasons. Late registration will not be allowed under any circumstances after **June 26, 2017**. If a candidate gets permission to report late from the Chairman, Admissions and then fails to report by **June 26, 2017**, the PGDBA offer will be withdrawn automatically.

Candidates who register after **June 19, 2017**, are required to pay a late registration fee of Rs.5,000/- plus a late fine @ Rs.200/- per working day.

6. ACADEMIC ELIGIBILITY FOR ADMISSION

A candidate must hold a graduate/post graduate degree with any of the following:

- a) 10+2+4 : Minimum of 60% marks, and/or CGPA 6.5 on a 10-point scale, and/or equivalent, in the BS/B Tech/BE or equivalent Level.
- b) 10+2+5: Minimum of 60% marks, and/or CGPA 6.5 on a 10-point scale, and/or equivalent, in the Integrated Masters or equivalent Level.
- c) 10+2+3+2: Minimum of 60% marks, and/or CGPA 6.5 on a 10-point scale, and/or equivalent, in the Masters Level.

For SC/ ST and Differently Abled (DA) category candidates, the qualifying marks for eligibility shall be 55%, and/or CGPA 6.0 on a 10-point scale, and/or equivalent.

The degree must be from any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956.

In case a candidate fails to submit mark sheet/certificate within the due date that he/she has completed graduation his/her registration will be cancelled.

A candidate who has not yet obtained the qualifying degree, will have to submit a certificate at the time of registration (Enclosure II) relating to completion of graduation from the Head of the College/Institute (or any other authorized official of the college/institute), where he/she has studied for qualifying degree. The certificate should mention the date by which he/she has completed all requirements of qualifying degree. The date should not be later than **May 31, 2017**. Any candidate who is unable to complete all requirements for his/her qualifying degree by **May 31, 2017** is not eligible for admission/registration. For such cases, admission will be provisional subject to meeting the eligibility criteria as mentioned above. Every candidate must satisfy this eligibility criterion.

A candidate who has not received the final certificates and mark sheets for the qualifying degree at the time of registration will have to produce certificates and mark sheets in original together with the photocopies as soon as the respective university/institute publishes the results, but **NOT LATER THAN OCTOBER 31, 2017**, failing which his/her registration for PGDBA will be automatically cancelled and he/she will be required to withdraw from the Programme forthwith. Any candidate who submits university mark sheets which do **not** clearly indicate that he/she has passed the qualifying degree course, **and** also submits Provisional Certificate from an **affiliated college/institute** would, in addition, be required to produce an authorization certificate from the university stating that such an affiliated college/institute is authorized/empowered to issue such a certificate on behalf of the university.

7. GUARDIANSHIP

Declaration of guardianship (Enclosure III) will have to be submitted at the time of registration.

8. VERIFICATION

At the time of registration every candidate must produce for verification all original certificates and mark sheets starting from the School Final examination of a recognized board to the Graduation/Post Graduation examination of a recognized university (or equivalent). One photocopy of mark sheet, duly attested, for each examination should also be submitted. Reserved category candidates must also produce, for verification, at the time of registration, caste/tribe certificates, in original, obtained from the competent authority, together with a photocopy, duly attested.

Every candidate must produce for verification the original interview call letter issued by Indian Statistical Institute.

The admission for Non Creamy Layer (NC) Other Backward Classes (OBC) candidates is provisional subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her admission will be cancelled forthwith without assigning any further reasons.

Differently abled (DA) candidates having not less than 40% disability are required to produce for verification at the time of registration, disability certificate, in original, obtained from a medical authority as per the provision of the Persons with Disabilities (PWD) Act, 1995 together with a self-attested photocopy.

9. ACADEMIC REGULATIONS

All students are governed by the academic regulations of the three institutes in respect of academic performance/grade points, personal conduct, etc. A student who fails to satisfy the prescribed standard of academic performance and/or personal conduct may be asked to withdraw from the Programme, any time over the duration of the programme.

10. CAMPUS RULES

The programme leading to PGDBA is residential. All students are required to abide strictly by the campus rules and are required to sign a declaration at the time of registration agreeing to abide by these rules. Violation of campus rules will invite disciplinary action.

Students are NOT allowed to bring their own motor vehicles (cars and motor cycles) inside the campus.

11. ATTENDANCE

All students are required to stay at the hostel and attend to all academic requirements in accordance with the rules of the institutes. Absence from the hostel is permissible only during authorized holidays and during the recess, if any, between academic terms. PGDBA rules and regulations in connection with attendance will be binding to all the students during the entire duration of the programme.



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GENERAL INFORMATION

1. Hostel

All students are provided single accommodation with common bath/toilet facilities.

A candidate is advised to bring the following items at the time of reporting at the hostel: stationery, padlock & keys, other items of personal use.

2. Food Arrangements

Suitable arrangements for food are available at all the Institutes on a payment basis. Such arrangements are governed by mechanisms and rules applicable at respective Institutes.

3. Financial Assistance

PGDBA programme offers Need Based Financial Assistance. Students admitted to this programme, whose annual gross family income is Rs.6,00,000/- (Rupees six lakh only) or below will be eligible for receiving financial assistance amounting to less than or equal to full tuition fee waiver. The financial assistance scheme will be available to both the first and second year students.

Further, a number of scholarships/prizes/awards sponsored by different companies would be available for the deserving students on the basis of merit and various criteria.

In addition, financial institutions and commercial banks provide loans to students at a concessional rate of interest. Details will be available at their websites. Students who desire to avail of the loan facility should contact banks directly. Although the institutes endeavour to facilitate the process of availing of loan from financial institutions and banks, it is not directly involved in the process.

4. Medical Information

Each newly admitted student will be covered by a medical insurance which provides a general liability coverage upto a limit of Rs.50,000/- per year and accident liability coverage upto a limit of Rs.1,00,000/- (subject to total liability limit of Rs.20,000,00/-) per year. Beside this insurance coverage, IIM Calcutta Campus is equipped with a small dispensary and there is a Resident Doctor available from 8.30 a.m. to 1.00 p.m. and from 6.00 p.m. to 8.00 p.m. on all weekdays and Saturdays. Besides, a non-resident doctor is also available on all weekdays from 2.00 p.m. to 6.00 p.m. A qualified medical counsellor is also available to help the students.

Please note that you are required to submit some basic information about your health profile at the time of registration in the prescribed form (**Enclosure IV**) which has to be countersigned by a Family Physician/Doctor. The information provided by you will remain confidential and will be used in case of medical emergencies only.

5. Other Requirements

- i. Photographs: All students should bring **ten (10)** copies of recent passport size photograph for records.
- ii. Sundry expenses: All students should have sufficient funds to meet the cost of local transport, books, laundry, recreation and other personal expenses.
- iii. Bank account: The State Bank of India has a branch with ATM within the IIMC campus (IIM Joka Branch, Branch Code No. 6210). A student **should** open a bank account with this Branch. There is also an ICICI Bank ATM inside the campus.

6. Mailing

Non-receipt of the Acceptance Form along with the Demand Draft before the due date mentioned in the offer letter would automatically result in cancellation of the Offer of Admission. **It is advisable to send the Acceptance Form together with the Demand Draft by Courier/ Speed Post/ Registered Post. Please mail early to avoid delay.** The following address may be used:

PGDBA Admissions
In-charge, Admissions Office
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata 700 104, W.B.

7. How to Reach IIM Calcutta, Joka Campus

i. The Joka Campus of IIM Calcutta is situated on Diamond Harbour Road, about 20 kms. from the Howrah Station, 18 kms. from the Sealdah Station, and 35 kms. from the Netaji Subhas Chandra Bose International Airport. The campus is about 1.5 km south of the Thakurpukur Bus Terminus.

ii. To reach IIM Calcutta Joka Campus, you may avail the services as mentioned below:

Prepaid taxis are available from Howrah/Sealdah railway station and the Airport to IIM Calcutta Joka Campus. Fares will range between Rs.400/- to Rs.800/- approximately.

iii. Contact details:

Joka Campus

Tel. No.: (033) 2467 8300-06; 2467 8306; 2467 8313; Fax: (033) 2467 8062

Admissions Office

Tel. No.: (033) 2467 9178 (D); Fax: (033) 2438 0892



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ENCLOSURE I

PGDBA ADMISSION ACCEPTANCE FORM

Chairperson, PGDBA

Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata 700104, W.B.

Paste a recent
passport size
photo

Sir,

I accept your Offer of Admission leading to the Post Graduate Diploma in Business Analytics (PGDBA), Batch 2017-19. I understand that this Offer is subject to the Terms and Conditions of Offer of Admission enclosed with your letter.

I have read the terms and conditions of your offer carefully and accept the same.

I am enclosing a Demand Draft / Banker's Cheque for Rs. 1,00,000/- (Rupees One Lakh only) in favour of "Indian Institute of Management Calcutta" payable at Kolkata.

Yours faithfully,

Signature of the candidate

Date:

Candidate's name:

Registration Number:

Present mailing address:

Contact no:

E-mail address:

Demand Draft (DD) no. and date:

Name of the drawee bank:



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ENCLOSURE II

If a candidate has not yet obtained a **Qualifying degree**, then the following Certificate from the Head (or any other authorized Official) of the College/Institute last attended, will have to be submitted at the time of registration.

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. _____ has completed all examinations and all other requirements including projects, viva-voce, etc. for Bachelor's degree /Master's degree by * _____ .

* Please indicate exact date.

Signature:

Name:

Designation:

Name and address of college/institute:

College/institute seal:

Date:



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ENCLOSURE III

DECLARATION OF GUARDIANSHIP

(To be submitted at the time of registration)

I, _____ do hereby declare that Mr./Ms. _____ who has been offered admission leading to the Post Graduate Diploma in Business Analytics is my _____ and I am his/her guardian. My contact address and telephone number(s) is/are given below. I also provide below the name, address and telephone numbers of the local guardian.

Signature of the guardian: _____

Name of the guardian: _____ Relationship: _____

Address of the guardian

Residential:

Office:

Telephone no:

Fax no:

E-mail:

Name of the local guardian: _____

Address of the local guardian:

Residential:

Telephone no:

Fax no:

E-mail:

Relationship: _____

Office:

Telephone no:

Fax no:

E-Mail:

Telephone no:

Fax no:

E-Mail:

